

EVALUATION OF HEALTH SERVICES

STATEMENT OF PURPOSE:

All school nurses should participate in the evaluation of the school's health services and their own professional practice.

AUTHORIZATION/LEGAL REFERENCE:

- 16 V.S.A Chapter 3 § 165 – Standards of quality for public schools
- School Quality Standards, Sections 2120.4, 2120.5 and 2120.8
- Vermont State Board of Education Manual of Rules and Practices, Section 5432

REQUIRED SCHOOL NURSE/ASSOCIATE SCHOOL NURSE ROLES:

1. Develop a portfolio for documentation of personal learning and professional growth (i.e. professional workshops and courses, presentations to educational staff, evidence of liaison work with community partners and develop forms used in communication and record keeping).
2. Develop performance indicators and yearly goals with administration. These criteria should be based on professional nursing practices. For example:
 - Participation in professional meetings.
 - Interactions with parents and students.
 - Execution of interventions in safe and appropriate manner.
 - Processes for referral of health needs to medical home.
3. Establish a system of data collection to support performance indicators, yearly goals and completion of required reports (i.e. state screening report, and VDH immunization report).

SUGGESTED SCHOOL NURSE/ASSOCIATE SCHOOL NURSE ROLES:

1. Develop process for reporting health service use and analysis of health coverage based on need.
 2. Make recommendations to administration about ways to improve school health services.
 3. Complete the CDC School Health Index
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RESOURCES:

- Ackerman, P. M. (1995). Job Performance Guidelines for School Nurses. Scarborough, ME: National Association of School Nurses.
- National Association of School Nurse - www.nasn.org
- Proctor, Lordi, & Zaiger, School Nursing Practice: Roles and Standards (1993).
- School Health Index developed by CDC & available at:
<http://apps.nccd.cdc.gov/shi/HealthYouth/intro.htm>

SAMPLE POLICIES, PROCEDURES, AND FORMS:

- Guidelines for Evaluation of School Health Services
- Summative Evaluation Processes

School Health Services Evaluation	
I. General School Health Services	Documentation/Comments
Does school meet School Quality Standards (i.e. full-time school nurse to student ratio 1/500)	
Purpose and scope of the school health program has been defined by written policies (HIV, Crisis Response, Child Abuse and Substance Abuse).	
Specific written school health procedures are available (Delegation, Health Care Plans, Sub. Plans).	
Responsibilities of different classifications of school health personnel are clearly defined.	
Uses consultative services, i.e. physician, DOH and DOE.	
Personnel are currently certified in First Aid and CPR.	
Cumulative health records are maintained and kept following school policy.	
The school health services program undergoes periodic evaluation (i.e. State Screening, Immunization and Yearly Evaluation Reports).	
Have protocol for annually updating student health information.	
Have 504/IEP Input.	

II. Specific School Health Services	Documentation/Comments
There is a written job description for the School Nurse/Associate School Nurse	
There is a written job description for other health personnel	
A School Nurse Supervisor/Coordinator is available for consultation	
The School Nurse ratio is not more than 1 to 500 for the general student population	
Screenings are conducted as described in the Standards of Practice: School Health Manual	
Disabled or chronically ill students are identified and have an individual health care plan	
The School Nurse/Assoc. School Nurse is responsible for participating in the appropriate placement of students with medical needs.	
School health office/workspace is accessible to every student	
Selected data is collected on student's health screening and sent to DOE at the end of the year in the annual report	
Participates on a Coordinated School Health Team	
Acts as a health education resource	
There is a computer available to the nurse	

Guidelines for Evaluation of School Health Services adapted from:

Developing Quality Programs for Pupil Services. (1999). Middletown, Ct: Connecticut State Department of Education.

Evaluating School Nursing Practice: A Guide for Administrators. (1987). Kent, OH: American School Health Association.

Standards of Nursing Practice. (1998). Scarborough, ME: National Association of School Nurses'.

Task Force of School Nursing. (1983) Standards of School Nursing Practice. Kansas City, MO: American Nurses' Association.

Task Force on an Evaluation Guide for School Nursing Practice. (1987). Evaluating School Nursing Practice: A Guide for Administrators. Kent, OH: American School Health Association.

Virginia School Health Guidelines. (2nd ed.). (1999). Richmond, VA: Commonwealth of Virginia, Department of Education.

School Nurse Summative Evaluation Process

School Name: _____

	Meets Performance Responsibilities	See Comments Section
School and Community:		
Acts as a health consultant to staff, students and facility	()	()
Available for advice and support to students, staff and family	()	()
Participates in faculty meetings (expectation of school nurse only)	()	()
Is involved in pre-school, kindergarten, and/or first grade registration	()	()
Serves as a resource person for health education (expectation of school nurse only)	()	()
Serves as a member of the I.E.P./basic staff planning teams	()	()
Case manages 504 students with special health needs (expectation of school nurse only)	()	()
Monitors the conditions for a healthful school environment	()	()
Networks with other community, health Professionals (i.e. Physicians, VDH, Social Services, Mental Health Services)	()	()

	Meets Performance Responsibilities	See Comments Section
School Health Services:		
Screenings:		
Immunization	()	()
Vision	()	()
Hearing	()	()
Maintains accurate records:		
Student health records	()	()
Daily log	()	()
Accident reports	()	()
Staff health records	()	()
Local & State health reports	()	()
Assess student's health status	()	()
Provides first aid for injury or illness when needed	()	()
Provides teaching when necessary for illness or injury	()	()
Provides necessary teaching of personal hygiene on an individual basis	()	()
Makes appropriate referrals to parents	()	()

COMMENTS:

	Meets Performance Responsibilities	See Comments Section
School Health Services continued:		
Provides input into adaptation needs of the special-needs students	()	()
Interprets health data for members of the staff	()	()
Provides necessary in-service training for faculty	()	()
Prepares health budget	()	()
Health policies have been officially adopted, implemented & updated:		
immunization	()	()
medication	()	()
communicable diseases	()	()
illness	()	()
injury	()	()
child abuse & neglect	()	()
substance abuse	()	()
other health related policies	()	()
Annually evaluates the health services program	()	()
Demonstrates skills in planning, organizing, and implementing the school health service program	()	()

COMMENTS:

**Meets
Performance
Responsibilities****See
Comments
Section****Professional Knowledge and Growth:**

Credentials:

Certified as a School Nurse/Associate	()	()
School Nurse by VT Dept of Education		
Current CPR Certified	()	()
Other (specify)	()	()

Educational Improvement and
Professional Participation

Workgroups	()	()
College Courses	()	()
In-service Programs	()	()
Other (specify)	()	()

COMMENTS:

Evaluator's Signature_____
Date_____
Nurse's Signature_____
Date